



## Clinical Compliance Assistant

The Clinical Compliance Assistant is an administrative position that will support the Clinical Compliance Supervisor to ensure that Connect Plus Therapy's session notes are accurate and clearly written. The Clinical Compliance Assistant will also add rating scores to sessions notes and maintain ongoing documentation of rating scores and feedback provided. This position reports to the Clinical Compliance Supervisor and is an office position that will be 40 hours per week. This position will also require some field work when needed. All applicants must have at least 2 years of experience as a Behavior Technician or a Registered Behavior Technician.

### Major Duties

- Audit new hire session notes
- Audit session notes for clients & providers as described in the clinical compliance process
- Add audit feedback on session notes
- Provide session notes audit feedback to the Clinical Compliance Supervisor
- Maintaining reports with auditing information
- Conduct annual data reports for research, compliance and quality improvement purposes
- All other duties as assigned

### Skills and Competencies

- Proficient in the use of various computer programs including Central Reach, Google Suites and Podio
- Confident communication skills
- Excellent written and verbal communication skills for professional emails and various reporting methods
- Excellent time management skills
- Must be self motivated and well organized

### Physical Requirement

- Ability to write, type, and operate a computer and telephone for hours at a time
- Ability to sit and stand for several hours at a time
- Ability to lift up to 40 pounds
- Ability to climb stairs.

### Experience and Education

- Must have at least two years of experience as a Behavior Technician or a Registered Behavior Technician